

COURSE REGISTRATION

- **COMPULSORY** for every semester
- Open two (2) weeks before commencement of classes every semester.
- Refer to **WORK SCHEDULE FOR COURSE REGISTRATION** at amd.utm.my/work-schedule-pg/ for **REGISTRATION, AMENDMENT and WITHDRAWAL** of the courses.
- You will be terminated if you failed to register your course. (Course registration is your **RESPONSIBILITY!!**)



**LATE
REGISTRATION** will
be penalized **RM
100.00/course**

HOW TO REGISTER THE COURSE?

COURSE REGISTRATION FOR POSTGRADUATE PROGRAMME



Go to MyUTM Portal
(<http://my.utm.my>)

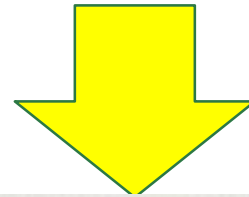
Find Course
Registration

Register the Course
**please refer to your
faculty for the
courses offered*

Print Registration
Slip or Save in Pdf
File

How to register the course?

1. Login to MyUTM Portal (<http://my.utm.my>)



Please insert your ACID username and password to log in and click enter



IT SERVICES UTMID/ACID HOW TO GET YOUR ID

- ✓ **NEW STUDENT**
 - ✓ From Session 2017/2018 onward, All UTM Student can get UTMID on the Registration Day
 - ✓ Generate and Choose your ACID from <https://myacid.utm.my> (Registration Day, Resident College Office, CICT)
 - ✓ IC no (For Malaysian) and ISID no (For international)
 - ✓ Password given to you
- ✓ **FORMER STUDENT / EXISTING STUDENT / UTM STAF**
 - ✓ using your existing account
 - ✓ **** PLEASE CONTACT US IF YOU CAN'T MANAGE TO GET YOUR ACID OR PASSWORD ****



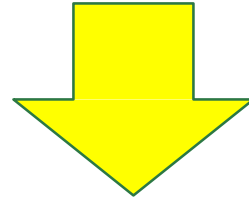
Cont..

www.utm.my

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How to register the course?

2. Find Course Registration



Find Course Registration

UTM ONE STOP STUDENT SERVICES

MAIN MENU

- My Profile
- Activity List
- Course Registration**
- Software Centre
- Job on Campus
- GSMS
- E-Learning
- Students Evaluation of Teaching
- E-Portfolio
- Hostel
- College Parcel
- Vehicle Sticker NEW
- Scholarship NEW

ABOUT UTM

- FAQ UTM Synergy 4.0 NEW
- Achievements
- Admission
- Registration Kit NEW STUDENT
- Faculty & School
- UTM Library

LINKS

- UTM Circular
- UTMotion
- UTM BLOSSOM
- OCW
- MOOCs
- UTM Mail
- Laboratory System (LIMS)
- Adu@IT
- Industrial Training System (ITS)
- UTM Library EZProxy
- Central Userid
- Vehicle Reservation
- Service ICT

MEDIA

- 58th UTM Convocation
- UTMSmart: Class Attendance - Student Guide
- Job4U Portal Launching

NEWS CIRCULAR ACADEMIC FINANCE ACTIVITY JOC Job4U INTERNATIONAL

UTM CIGT CSI SURVEY 2016
In order to improve CIGT's service quality towards the high performance service delivery, we would like you to share your views and comments thru this Customer Satisfaction Survey. Your feedback is very valuable in ensuring the continuity of this effort.
Please click **HERE**
Thank you in advance for your kind cooperation.

Enhancing Entrepreneurial Mindset among Academia
Posted on Monday August 27, 2018

UTM Leading the University Maker Culture
Posted on Monday August 27, 2018

UTM receives RM200,000.00 for Blockchain technology research and development
Posted on Monday August 27, 2018

A Culture of Corporate Giving
Posted on Tuesday August 21, 2018

Former UTM student to receive the prestigious British Chevening Scholarship
Posted on Tuesday August 21, 2018

Student Circle Program Organised By International Student Society (ISS) UTM Kuala Lumpur
Posted on Tuesday August 21, 2018

The Consortium Universities in Osaka Visit UTM Kuala Lumpur
Posted on Monday August 20, 2018

UTM widening access in Iraq
Posted on Monday August 20, 2018

UTM to collaborate with WNI on research and training about weather related disaster

Activate Windows
Go to Settings to activate Windows.

Cont..

3. You Will See The Main Page Of Your Account

- Check and print your examination results
- Update your personal data
- Check your Academic Information
- Check your Account Status

UTM Academic Information Management Systems (Postgraduate)
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[||Main||](#) [||Course Registration||](#) [||Registration Slip||](#) [||Course Offered||](#) [||Credit Transferred||](#)

4 October 2020 [[HelpDesk \(Academic Unit\)](#)] User [] [[Logout](#)]

1. SUBJECT REGISTRATION FOR SESSION 202020211 (Open from 1 OCTOBER 2020 to 16 OCTOBER 2020)

ATTENTION:

- 1.1 Subjects must be offered by faculty.
- 1.2 Subjects should be registered correctly.
- 1.3 Don't forget to **Logout**.
- 1.4 Registration is valid if all fees have been paid.
- 1.5 Please refer to respective faculty for Class Schedule
- 1.6 **New Fee Structure For Registration Of Full Time Post Graduate Studies** [[.pdf](#)] **new**

2. ACADEMIC CALENDAR AND WORK SCHEDULE UTM JB AND UTM KL
** Please refer to MyUTM.

3. CLASS SCHEDULE FOR UNIVERSITY ELECTIVE COURSES
** Please refer to SPS.

4. [UPDATE PERSONAL DATA](#) **new**

Example

Cont..

4. Click On Subjects Offered OR Refer To Your Faculty

Click on Course Offered to see the List of Courses

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Academic Information Management Systems (Postgraduate)
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[||Main||](#) [||Course Registration||](#) [||Registration Slip||](#) [||Course Offered||](#) [||Credit Transferred||](#)

4 October 2020 [[HelpDesk \(Academic Unit\)](#)] User: [REDACTED] [[Logout](#)]

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- CLASS SCHEDULE FOR UNIVERSITY ELECTIVE COURSES**
** Please refer to SPS.
- UPDATE PERSONAL DATA** **new**

Cont..

5. *Click on Course Registration to Proceed With the Registration*
Example:

Click on Course Registration

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[||Main||](#) [||Course Registration||](#) [||Registration Slip||](#) [||Course Offered||](#) [||Credit Transferred||](#)

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** Please refer to SPS.

4. **UPDATE PERSONAL DATA** **new**

Cont..

6. Print the Registration Slip OR
Save the Slip in Pdf File

Click to print or save
your registration slip


 **UTM**
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[||Main||](#) [||Course Registration||](#) [||Registration Slip||](#) [||Course Offered||](#) [||Credit Transferred||](#)

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Session/Semester

 **UTM**
UNIVERSITI TEKNOLOGI MALAYSIA

UNIVERSITI TEKNOLOGI MALAYSIA
81310 UTM JOHOR BAHRU,
JOHOR, MALAYSIA.

(COURSE REGISTRATION SLIP)

FACULTY : [REDACTED]
NAME : [REDACTED]
NRIC/PASSPORT NO : [REDACTED]
ADDRESS : [REDACTED]

SESSION/SEMESTER : [REDACTED]
PROGRAMME : MCSS3
STATUS OF REGISTRATION : FULL TIME
TYPE OF STUDY : RESEARCH
MATRIC CARD NO : [REDACTED]

NO.	CODE	COURSE TITLE	SECTION	CREDIT	STATUS
1	MCSS2100	RESEARCH	01	00	

TOTAL CREDIT REGISTERED 000
TOTAL CREDIT TRANSFERED

ACADEMIC ADVISOR/SUPERVISOR [REDACTED]

Date: 4 October 2020

OTHER DOCUMENT FOR ACADEMIC PURPOSE

The screenshot displays the UTM One Stop Student Services website. At the top left is the UTM logo and the text "ONE STOP STUDENT SERVICES". A main menu on the left lists various services like "My Profile", "Activity List", "Course Registration", "Software Centre", "Job on Campus", "GSMS", "E-Learning", "Students Evaluation of Teaching", "E-Portfolio", "Hostel", "College Parcel", "Vehicle Sticker", and "Scholarship".

The main content area features a banner for the "CIGT CSI SURVEY 2018" with a call to action to click "HERE". Below this is a "LINKS" section with buttons for "UTM Circular", "UTMotion", "UTM BLOSSOM", and "OCW".

The dashboard is titled "Dashboard Postgraduate Student" and shows the user "SOEZYANI EDWIN ANAK NUDIE @ KUDIE". It includes a navigation bar with "Student Info", "Activity", "Award", and "User Manual". A central section displays a "Session/Semester" dropdown set to "2018/2019-1" and a grid of service buttons: "COURSE REGISTRATION SLIP", "PRE-TRANSCRIPT", "EXAMINATION SLIP", "CURRICULUM VITAE (CV)", and "PROGRESS REPORT".

On the right, an "Achievement" section shows "Result: 0", "Publication: 0", "Activity: 0", and "Award: 0". Below this is a "Services" section with icons for "ACADEMIC CALENDAR", "EVENT / ACTIVITIES", "STAFF DIRECTORY", "E-MAIL", "UTM LIBRARY", "BURSARY", "UTM EXPERTS", "HELP & SUPPORT", and "ASK US".

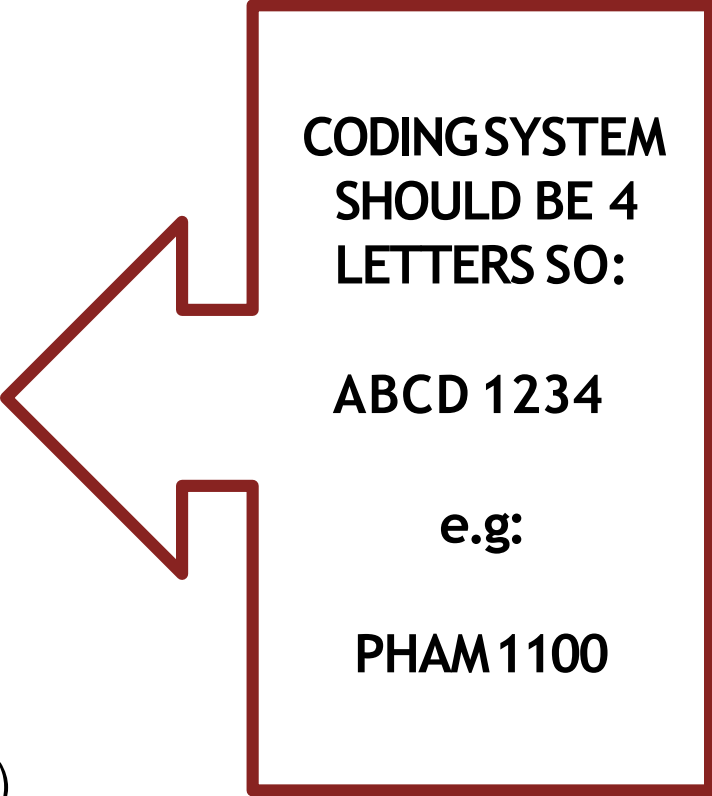
A "Quick Links" section at the bottom right includes "HOSTEL", "ITS", "FINANCIAL ASSISTANCE", "AWARD", "REGISTRATION SLIP", "CO-Q", "E-LEARNING", and "E-PORTFOLIO".

Cont..

CODE FOR RESEARCH COURSE

CODES FOR RESEARCH COURSE

- A = Level of study
 - L , M,P ,E
- B C= Faculty
- D = Specialization (Department)
- 1 = Year of study
- 2 = Field of study (determined by faculty)
- 3 = type of study and registration mode
 - 0 = Full Research
 - 8 = Taught Course & Research
- 4 = zero (0) (research subjects with academic load ≥ 10 credits)



**CODING SYSTEM
SHOULD BE 4
LETTERS SO:**

ABCD 1234

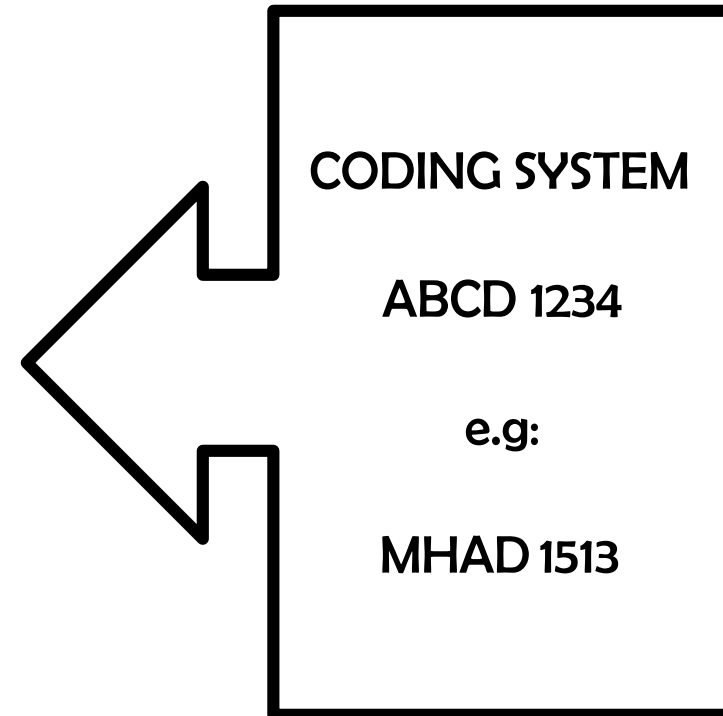
e.g:

PHAM1100

CODE FOR COURSE REGISTRATION

CODES FOR COURSEWORK AND MASTER PROJECT

- A = Level of study
 - L = Postgraduate Diploma
 - M = Master
 - P = PhD
 - E = Eng. Doctorate
- BC = Faculty
- D = Specialization (Department)
- 1 = Year of study
- 2 = Field of study (determined by faculty)
- 3 = Specialization or Sub-field of study
- 4 = Credits for the subject



COURSE REGISTRATION

EXAMPLE OF COURSE REGISTRATION DOCTOR OF PHILOSOPHY

FULL TIME		
SEMESTER		
YEAR	FIRST	SECOND
1	*PKAW 1100	PKAW 1200
2	PKAW 2100	PKAW 2200
3	PKAW 3100	PKAW 3200
4	PKAW 4100	PKAW 4200
5	PKAW 5100	PKAW 5200
6	PKAW 6100	PKAW 6200
7	PKAW 7100	PKAW 7200
8	PKAW 8100	PKAW 8200

* PKAW – Example for School of Civil Engineering code of programme

EXAMPLE OF COURSE REGISTRATION

Master by RESEARCH

FULL TIME			
SEMESTER OF STUDY			
YEAR	1 ST	2 ND	
1	*MKEE 1100	MKEE 1200	* MKEE – Example for School of Electrical Engineering code of programme
2	MKEE 2100	MKEE 2200	
3	MKEE 3100	MKEE 3200	
4	MKEE 4100	MKEE 4200	

EXAMPLE OF COURSE REGISTRATION Master by COURSEWORK and RESEARCH (MIXED MODE)

FULL TIME			
SEMESTER OF STUDY			
YEAR	1 ST	2 ND	
1	-	MCSSF1280	* MCSF – Example for School of Computing code of programme
2	MCSF 2180	MCSF 2280	
3	MCSF 3180	MCSF 3280	
4	MCSF 4180	MCSF 4280	